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| |  |  |  |  | | --- | --- | --- | --- | | **Academic Year:** | 2021-22 | **ELC Term:** | 1 | | **ISE strand:** | KnowHow Academic English | **Course title:** | Writing for University | | **Level:** | ALL | **Tutor:** | Tim Allen |   **KnowHow: Writing for University** |

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| **Week No.** | **Date and Time of session** | **Session Focus** |
| S1 03 | Thursday/Friday  14/15 October  0900-1000(Thu) or 1100-noon (Fri) | **Be clear**  Writing can be beautiful, thought-provoking and groundbreaking – but if the meaning isn’t clear, it is worth nothing at all. Learn how a focus on clarity can help improve your academic writing in a systematic way |
| S1 04 | Thursday  21/22 October  0900-1000(Thu) or 1100-noon (Fri) | **Accuracy, precision, hedging**  What’s the difference between accuracy and precision? This session shows how a better understanding of the reasons **why** we hedge helps us improve **how** we do it. |
| S1 05 | Thursday  28/29 October  0900-1000(Thu) or 1100-noon (Fri) | **Fine-tuning your language**  This session looks at some ways to compress more meaning into fewer words. |
| S1 06 | Thursday  04/05 November  0900-1000(Thu) or 1100-noon (Fri) | **Redrafting your own work**  Most people know that it’s important to read over our work once we have finished it. This session suggests some ways to do this more effectively. |
| S1 07 | Thursday  11/12 November  0900-1000(Thu) or 1100-noon (Fri) | **Building an argument**  Here we look at how to build towards a logical conclusion by mapping out a paragraph-by-paragraph structure in advance. |
| S1 08 | Thursday  18/19 November  0900-1000(Thu) or 1100-noon (Fri) | **The passive voice**  Scientific writing often prefers the passive voice, but it is useful in many other contexts too. This session looks at why and how the passive is used. |
| S1 09 | Thursday  25/26 November  0900-1000(Thu) or 1100-noon (Fri) | **Choosing the most appropriate tense**  Academic writing often depends on quite simple, straightforward tenses – the simple past, simple present and present perfect, for example. Here we examine how to select the most appropriate tense. |
| S1 10 | Thursday  02/03 December  0900-1000(Thu) or 1100-noon (Fri) | **Planning a dissertation**  Big projects such as postgraduate theses can seem very daunting. This session looks at how careful planning and the setting of mini-deadlines can ensure that you remain in control of your own work. |